# ESP Professional Development Reimbursement Request

Complete this request form, attach course information and submit to Kim McCluskey in Human Resources. A course must have prior approval of the Education Support Professional Development Committee (ESPDC) before funds will be given. Questions? Contact Kim at 801-826-5452

Full Time Employees can receive up to $450 a year and Part Time Employees can receive up to $150 a year.

Name: _____ Date: _____

School/Department: _____ Position Title: _____ FT or PT: _____

District Email: _____

Work Phone #: _____ Cell Phone #: _____

**PD Course Information:**

Course Name: _____ Total Cost: _____

Date of Course: _____ Time: _____ Location of Training: _____

How will this course help in your current position? _____

_____

_____

☐ Attach a copy of the courses information to this application to be approved by the Education Support Professional Development Committee

_____ _____

Applicant Signature Supervisor Signature

Are school funds available for training? ☐ Yes ☐ No If yes, how much and through which budget: _____

Note: If you are registered for a course and you receive funds, but you do not attend, you will be required to reimburse Canyons School District for the amount you are given.

**Office Use Only**

_____ _____

ESPDC Designee Signature Date

Approved? ____ Yes _____ No

If Denied, Explain: _____

_____

ESPDC App Received: _____ Funds Requested: _____ Confirmation Email Sent: _____

Supervisor: _____ NPO Sent to Accounting: _____